

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 1501  
ADMINISTRATION OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT  
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128 AUTHORITY: Implementing and authorized by Articles II and III and Section 6-5.3 of the  
129 Public Community College Act [110 ILCS 805].

SOURCE: Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg. 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984; emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470, effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150, effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988; amended at 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg. 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20, 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill. Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992; amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853, effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14, 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515, effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10, 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522, effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days; emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002; amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092, effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective September 23, 2008; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at 41 Ill. Reg. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill. Reg. 18869, effective October 3, 2018; amended at 42 Ill. Reg. 24855, effective December 17, 2018; amended at 43 Ill. Reg. 7454, effective June 20, 2019; amended at 44 Ill. Reg. 18680, effective November 13, 2020; amended at 45 Ill. Reg. 1616, effective January 21, 2021; amended at 45 Ill. Reg. 12514, effective September 21, 2021; emergency amendment at 46 Ill. Reg. 15357, effective August 24, 2022, for a maximum of 150 days; amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## SUBPART B: LOCAL DISTRICT ADMINISTRATION

**Section 1501.201 Reporting Requirements**

Complete and accurate reports shall be submitted by the district/college to ICCB in accordance with ICCB requirements and on forms provided by ICCB, where applicable. Listed in this Section is the schedule of due dates indicating when items from the community colleges are due at the Illinois Community College Board Office:

- |                   |  |
|-------------------|--|
| January 15        | • annual financial statements and notice of publication (see Section 1501.506)   |
| January 31        | • certificate of tax levy (see Section 1501.510(f))  |
| February 1        | <ul style="list-style-type: none"> <li>• annual African American Employment Plan Survey (see Section 1501.308(b))</li> <li>• <a href="#">annual Asian Employment Plan Survey (see Section 1501.308(b))</a></li> <li>• <a href="#">annual Bilingual Needs and Bilingual Pay Survey (see Section 1501.308(b))</a></li> <li>• annual Hispanic/Latino Employment Plan Survey (see Section 1501.308(b))</li> <li>• <a href="#">Annual Native American Employment Plan Survey (see Section 1501.308(b))</a></li> <li>• <del>annual Asian Employment Plan Survey (see Section 1501.308(b))</del></li> <li>• <del>annual Bilingual Needs and Bilingual Pay Survey (see Section 1501.308(b))</del></li> </ul> |
| February 15       | • spring semester (2 <sup>nd</sup> term) enrollment survey (see Section 1501.406(b))   |
| March 1           | • annual Underrepresented Groups Report (see Section 1501.406(c))  |
| March 31          | • policies for the award of academic credit for prior learning (see Section 1501.311(a))   |
| June 15           | • annual faculty <a href="#">and</a> ; staff salary and benefits data (see Section 1501.308(a))  |
| <del>July 1</del> | <ul style="list-style-type: none"> <li>• <del>Resource Allocation and Management Plan (RAMP/CC) (see Section 1501.510(a))</del></li> <li>• <del>construction in progress and acreage (facility information) (see Section 1501.510(b))</del></li> </ul>   |
| July 15           | <ul style="list-style-type: none"> <li>• report of out-of-state extensions (see Section <a href="#">1501.312(d)(4)</a><del>1501.307(h)(4)</del>)</li> <li>• annual noncredit course enrollment <a href="#">N1</a> (see Section 1501.406(d))</li> </ul>   |
| August 1          | <ul style="list-style-type: none"> <li>• annual student enrollment and completion data (see Section 1501.406(a))</li> <li>• <a href="#">Resource Allocation and Management Plan (RAMP/CC) (see Section 1501.510(a))</a></li> <li>• <a href="#">annual tuition and fees survey (see Section 510(e))</a></li> </ul>  |

• Facilities data (see Section 1501.607)

- September 1
- budget and tax survey (see Section 1501.510(d))
  - program review report (see Section 1501.303(d)(~~76~~))
  - program review listing (see Section 1501.303(d)(~~76~~))
  - ~~facilities data (see Sections 1501.510(e) and 1501.607(a))~~
  - annual Student Identification data submission (see Section 1501.406(f))
  - annual report of student course information submission (see Section 1501.406(g))
- October 1
- fall semester enrollment data (see Section 1501.406(a))
  - fall semester enrollment survey (see Section 1501.406(b))
- October 15
- ~~faculty, staff and salary data (see Section 1501.308(a))~~
  - fiscal year budget (see Section 1501.504)
- November 1
- summer graduate reporting (for the Integrated Postsecondary Education Data System Graduation Rate Survey) (see Section 1501.406(e))
- November 15
- faculty, staff, and salary data (see Section 1501.308(a))
- December 30
- external audit (see Section 1501.503(a))
  - annual instructional cost report (see Section 1501.510(c))
  - unexpended special initiative grant funds return report (see Section 1501.519(d))
- 30 days after the end of each term
- credit hour claims (see ~~Section 1501.406(b) and~~ Section 1501.507(a))

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## SUBPART C: PROGRAMS

### Section 1501.308 Reporting Requirements

A college shall submit the following specified items in a format prescribed by ICCB and according to the schedules indicated:

- a) Annual salary data and basic characteristics, including but not limited to sex, date of birth, ethnic classification, highest degree earned, tenure status, and employment or teaching areas, of the faculty and staff employed by the college as of November 1~~October 1~~ shall be submitted on or before November 15~~October 15~~

of each year. Fiscal year data shall be submitted on or before June 15.

- b) An annual African American Employment Plan Survey, [Asian Employment Plan Survey](#), [Bilingual Needs and Bilingual Pay Survey](#), Hispanic/Latino Employment Plan Survey, [and Native American Employment Plan Survey](#) ~~Asian Employment Plan Survey, and Bilingual Needs and Bilingual Pay Survey~~ submitted on or before February 1. (See 5 ILCS 410.)

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1501.311 Credit for Prior Learning**

a) Policy and Procedures

- 1) Each college shall electronically submit to ICCB for review its policies for the award of academic credit for prior learning. This submission shall be made by March 31 of each calendar year for policies effective in the subsequent Fall semester,
  - A) These policies shall include a listing of the types of documentation acceptable to the college and the dates of inclusion for which credit for prior learning is acceptable.
  - B) At a minimum, each college shall publish the procedures for students to earn credit for prior learning in its catalog and on its official website.
  - C) Colleges shall regularly monitor, evaluate and, if necessary, revise credit for prior learning activities.
- 2) As a part of these policies, each college shall adopt a specific policy for the awarding of academic credit for military training that is considered applicable to the requirements of the student's certificate or degree program.
  - A) The policy shall apply to any student who is enrolled at the college and who has successfully completed a military training course or program as part of his or her military service that is:
    - i) recommended for credit by a national higher education association that provides credit recommendations for military training courses and programs;

ii) included in the student's military transcript issued by any branch of the armed services; or

iii) otherwise documented as military training or experience.

B) These policies may be incorporated into the college's broader credit for prior learning policies.

3) This Section is not applicable to secondary/postsecondary articulation agreements or dual enrollment.

b) Awarding Credit for Prior Learning

1) Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.

2) Colleges awarding credit for prior learning must validate credit on a course-by-course basis. The following publications and methods are acceptable for validating prior learning for awarding credit:

A) Standardized tests:

i) College-Level Examination Program (CLEP);

ii) Excelsior College/Formerly American College Testing Proficiency Examination Program (ACT-PEP/RCE EXCELSIOR);

iii) Defense Activity for Nontraditional Educational Support (DANTES);

iv) Advanced Placement (AP);

v) International Baccalaureate (IB);

B) College examinations:

i) Examination (written, oral, demonstration or a combination of all three) that is equivalent to the comprehensive final exam;

ii) Evaluation by an area dean or designated subject expert;



C) Published guides:

- i) American Council on Education (ACE) for military training and experiences;
- ii) ACE (non-collegiate) for industrial and corporate training programs;
- iii) Other published guides developed by nationally recognized organizations;

D) National Certifications: Child Development Associate (CDA);

E~~D~~) Portfolios:

- i) Credit through the development of a portfolio;
- ii) Evaluation by subject matter experts.

3) Credit may not be awarded twice for the same learning.

c) Standard for Awarding Credit for Prior Learning

- 1) The student must enroll at the college and meet all admission requirements for the program in which course credit for prior learning is being sought. A college may seek an exception to this provision by making a request and receiving subsequent approval from ICCB.
- 2) Students must be able to meet residency requirements for certificates and degrees without the use of prior learning credit in the determination.
- 32) Assessment of prior learning credit may happen at any point during the application and admission process. To award a degree or certificate, the college must ensure that residency requirements are met. Typically, fifteen credit hours is required towards a degree or at least twenty-five percent of the required credit for a certificate.~~Fifteen credit hours toward a degree must be completed at the college prior to awarding credit for prior learning to degree seeking students.~~
- ~~3) Twenty-five percent of the required credits for a certificate must be completed at the college, prior to awarding credit for prior learning to certificate seeking students.~~

4) College validation procedures should be objective to the extent that external evaluators would reach the same conclusion given the material reviewed.

d) If pursuing a transfer degree (Associate of Arts (AA), Associate of Science (AS) or Associate in General Studies (AGS)), credit for prior learning will only be granted for the purpose of satisfying graduation requirements. These credits might not transfer to other colleges.

e) All work assessed for prior learning must meet or exceed a grade level of "C". Minimum cut-off scores on standardized tests are set at a "C" grade level.

f) In the process of determining if credit can be awarded for prior learning, colleges shall charge students only for the cost of the prior learning assessment services and not for the amount of credit awarded.

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

#### **Section 1501.312 Extension of Curricula/Credit Courses**

a) A community college may extend previously approved credit courses into another community college district with approval of the other community college district.

b) A community college may extend previously approved curricula into another community college district upon approval of ICCB. Criteria for approval shall be:

1) a request from the community college district in which the proposed extension is to be offered;

2) labor market need;

3) cost-effectiveness in providing instructional programs;

4) adequacy of facilities and support services;

5) impact on regional and statewide programs; and

6) impact on programs at neighboring community college districts.

c) If a district in which military installations, correctional institutions, or other State or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may be selected by the ~~apply~~

~~to~~ ICCB to do so. ~~If more than one college applies,~~ ICCB will select a college using the following criteria:

- 1) proximity of the college to the institution;
- 2) availability at the college of the instructional units needed by the institution;
- 3) cost of providing the instructional units for the institution; and
- 4) college's past experience in offering similar units of instruction.

d) Curricula and credit courses offered at out-of-state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior annual approval by ICCB. A community college shall be granted approval to offer previously approved curricula and credit courses ~~out-of-state~~ ~~out of State~~ provided that it meets the following criteria:

- 1) A request for approval including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding is submitted on forms provided by ICCB.
- 2) The college shall identify how the extension will be used by students to complete degree or certificate programs.
- 3) If the extension is offered for out-of-state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no State or local tax monies will be used to provide the extension.
- 4) The college shall submit annual reports of its out-of-state extensions for the past fiscal year, on forms provided by ICCB, by July 15 of each year.
- 5) The college shall request approval of its out-of-state extensions, on forms provided by ICCB, prior to May 15 for the fiscal year beginning on the next July 1.
- 6) Deletion, modification or addition of courses and curricula offered at out-of-state extensions previously approved by ICCB are reasonable and moderate extensions and must be reported to ICCB.

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

SUBPART E: FINANCE

**Section 1501.510 Reporting Requirements**

A college shall submit the items listed in this Section in a format prescribed by ICCB and according to the schedules indicated.

- a) Resource Allocation and Management Plan (RAMP) data by August 1~~July 1~~ of each year.
- ~~b) Construction in progress and acreage by July 1 of each fiscal year.~~
- be) Annual Instruction Cost Report in a format prescribed by ICCB for the previous fiscal year by December 31 following the end of that fiscal year.
- cd) A survey of local budget and tax extensions and collections by September 1 of each year.
- ~~e) Facilities data submission to report existing space in use for educational purposes at the end of the fiscal year (June 30) by September 1 following the end of the fiscal year.~~
- d~~f~~) Certificate of Tax Levy by January 31 of each year.
- e) Annual tuition and fees survey by August 1 of each year.

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1501.519 Special Initiatives Grants**

- a) Allowable expenditures for special initiatives grants will be specified in the grant agreement between the college or vendor and ICCB.
- b) Special initiatives grant funds shall be accounted for in a restricted account.
- c) The community college district or other vendor shall file a report with ICCB in a format used by ICCB or in accordance with the grant agreement, detailing how the funds were used.
- d) Special initiatives grant funds shall be expended by the date specified in the grant agreement. If the grant agreement allows, goods and services for which funds have been obligated by the contract end date shall be received and paid for not later than 60 days after the grant agreement end date. Unexpended funds shall be

returned to ICCB on or before December ~~30~~<sup>31</sup>.

- e) Special initiatives grant funds not used in accordance with the terms specified in the grant agreement regardless of the amount shall be returned to ICCB within six months after receipt of the external audit report by ICCB or other identification of improper expenditures subsequently verified by ICCB.

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## SUBPART F: CAPITAL PROJECTS

### Section 1501.607 Reporting Requirements

A college shall submit the items listed in this Section in a format prescribed by ICCB by August ~~1 July~~ of each year:

- a) Annual facility data, ~~including: and project updates that shall include NASF of owned space by classroom, lab, office, study, support and special use categories.~~
  - 1) acreage;
  - 2) NASF of owned and leased space by classroom, lab, office, study, support and special use categories;
  - 3) existing space in use for educational purposes at the end of the fiscal year (June 30); and
  - 4) project updates.
- b) Estimated deferred maintenance annual cost and current backlog.
- c) All completed and in-progress projects using State funds.
- d) All completed and in-progress local projects with a cost of \$250,000 or more.

(Source: Amended at 47 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)